

GOODWIN COLLEGE FACULTY SENATE BY-LAWS
Adopted November 7, 2013
Amended March 20, 2014

These By-Laws rescind and replace the Goodwin College Faculty Senate Constitution initially adopted November 3, 2010 and all amendments to said Constitution.

Article I. Name

The name of this organization shall be the Goodwin College Faculty Senate

Article II. Mission and Purpose

To participate in the governance of the college by formulating and advocating the faculty perspective regarding academic policies, issues and concerns.

Article III. Membership

The Faculty Senate shall consist of:

1. Full-Time Faculty

Full time faculty consists of Program Directors, Course Curriculum Coordinators and all other full-time, non administrative, faculty. Academic Department Chairs are not considered full time faculty for purposes of the Faculty Senate. All full time faculty, as defined above, are voting members of the Faculty Senate.

2. Part-Time Faculty

Part-time faculty consists of those faculty members who are considered permanent part-time by the College. All part-time faculty as defined are voting members of the Faculty Senate.

3. Adjunct Faculty

Each academic department will nominate one adjunct to represent it each semester. The adjunct nominee will require approval by the Executive Committee of the Faculty Senate. If an adjunct nominee is not approved, the academic department will nominate another adjunct. These adjunct representatives are the only adjunct faculty members with Faculty Senate voting rights. No full time employee of Goodwin College may serve as an adjunct representative to the Faculty Senate.

Article IV. Officers

The Officers of the Faculty Senate shall consist of a President, Vice President and Secretary.

1. President

Duties of the President are as follows:

- a. Presides at meetings of the Faculty Senate
- b. Sets times and location of Faculty Senate meetings
- c. Opens meetings of the Faculty Senate at the time for which they are called
- d. Recognizes members entitled to have the floor
- e. States and puts to a vote all questions regularly moved and announces the result of the vote; or, if a motion is out of order, rules it out of order.
- f. Reports on approved motions to the college community and Board of Trustees as needed.
- g. Sits on the Board of Trustees as a voting member as the representative of the faculty.
- h. Accepts responsibility for communicating to, and acting as the representative of the faculty, to any necessary college officials about the concerns of the Senate.
- i. Enforces good decorum
- j. Has the authority to set time limits on reports and debates. Any Senate member can, however, motion for more time with the approval of the voting membership present.
- k. Shall be an ex-officio member of all Faculty Senate committees, except as otherwise noted in Article VI of these bylaws.
- l. May allow non-members to address the Faculty Senate in open session only.
- m. May call meetings of the Executive Committee.
- n. Will appoint, with the Senate's approval, a Secretary pro-tempore when the Secretary is unable to attend a regular or special meeting of the Faculty Senate.

2. Vice President

Duties of the Vice President are as follows:

- a. Assists the President with all duties concerning the Faculty Senate
- b. Presides at meetings in the absence of the President and holds President's authority and responsibilities in his or her absence.
- c. Accompanies President, at his or her request, when reporting concerns to necessary administrators and departments.

- d. May substitute for the President, in his or her absence, at the Board of Trustees meeting to represent faculty and share faculty news.
- e. In the event of the President's separation, will become President, with all the authority, rights and responsibilities thereof for the remainder of the President's term. No person, however, may hold the Office of President for more than 5 consecutive years.
- f. Will act as Faculty Senate Treasurer until such office is created by the Faculty Senate.
- g. In the event of the separation of the Vice President, a special election will be called by the President as soon as possible to fill the vacancy for the remainder of said term.
- h. Will act as Secretary of the Executive Committee in the event of the Secretary's absence.

Secretary

Duties of the Secretary are as follows:

- i. Takes minutes and attendance at Faculty Senate meetings, publishes the open session minutes, and maintains a permanent record of the open and closed session minutes and attendance for each Faculty Senate meeting.
- j. Keeps and files copies of Senate committee meetings, which will be provided by the committee chairs.
- k. Compiles, types, and posts an agenda to all Faculty Senate members, in accordance with the President, at least one week prior to the next Faculty Senate meeting
- l. Will act as custodian of closed session minutes after approval by the Executive Committee.
- m. In the event of the separation of the Secretary, a special election will be called by the President as soon as possible to fill the vacancy for the remainder of said term.
- n. Will act as Secretary of the Executive Committee

Article V. Elections

1. Terms and Qualifications

- a. The President, Vice President and Secretary will be elected for a two year term. Officer terms will begin on September 1 of odd numbered years and end on August 31 two years following. The President may serve two consecutive two year terms. Once his or her term(s) are completed, he or she must then not serve as a Faculty Senate Officer for at least two years before becoming eligible to serve again in an Officer position. Faculty Senate Officers must be full-time faculty members of Goodwin College. The Faculty Senate Chairperson at the time of the adoption of these

bylaws will serve as President of the Faculty Senate with a term expiring on August 31, 2015. The Faculty Senate Vice Chairperson and Faculty Senate Secretary at the adoption of these bylaws will serve as Vice President and Secretary of the Faculty Senate respectively with terms expiring on August 31, 2015.

2. Election Process

- a. Election ballots will be made available to all Faculty Senate members as defined in Article III of these bylaws. All ballots will be submitted to the Faculty Senate Nominating Committee Chair on August 15 of odd numbered years, or the nearest weekday, should it fall on a Saturday or Sunday.

3. Removal of Officers

- a. The Senate reserves the right to remove an Officer for neglect of duty, misconduct or other concerns that the Senate may deem necessary. The removal of an Officer, however, may only take place with a two thirds majority of the membership present approving.
- b. Prior to removal of an Officer, the Senate must vote to consider removal at least 60 days prior to voting for removal. The Officer in question will have such time to convince the Senate why he or she should remain in office. During said time, the Officer will retain all of his or her authority, rights, duties, and responsibilities that are assigned to his or her Office. The Officer in question may not be present at the vote for removal. If the President is considered for removal, the Vice President will preside over the vote. For other Officers, the President will preside.

c. Faculty Senate Nominating Committee

The Nominating Committee shall be a permanent subcommittee of the Faculty Senate with 5 or 7 members. This committee will act as the sole arbiter of Senate Officer Elections and will be the custodian of all ballots. The chair of the Nominating Committee will be the recipient of all election ballots. The Nominating Committee will certify and count the ballots and submit the results to the Faculty Senate in a timely fashion. Nominations for Senate Officers must be submitted to the Nominating Committee by August 1 or the nearest weekday, should it fall on a Saturday or Sunday of odd numbered years. The Chair of the Nominating Committee will be appointed by the Officers of the Senate for a two year term beginning in odd numbered years. Members of the Nominating Committee may not nominate Officers for elections as long as they serve on said committee.

Article VI. Executive Committee

The Executive Committee will consist of the President, Vice President, Secretary, Nominating Committee Chair and one additional full-time faculty member elected by the Senate. Terms on the Executive Committee will coincide with the terms of Faculty Senate Officers. The President of

the Faculty Senate will serve as Chair of the Executive Committee. The Executive Committee shall exercise all duties expressed in these bylaws as well as those conferred upon it by the Faculty Senate. The Executive Committee will meet with the Dean of Faculty and other College administrators at the request of the President of the Senate.

Article VII. Committees

The Faculty Senate may establish other committees as it deems appropriate. The Executive Committee will select the chair and members of these committees from the Faculty Senate membership as defined in Article III. The Executive Committee shall prescribe the function and duration of such committees. Each of these committees are subunits of the Senate and may only take such action as the Executive Committee or the Faculty Senate deem advisable. The Executive Committee shall review committee needs and membership at the beginning of each academic year or when it deems necessary. The Faculty Senate will appoint faculty representatives to Tier I committees as the College requests. Only these Senate appointed faculty members will be recognized as official faculty representatives to these committees. These representatives will assume the responsibility to faithfully represent the Faculty Senate and act as a liaison between the Tier I committees and the Faculty Senate.

1. Professional Development Committee

The Professional Development Committee shall be a permanent subcommittee of the Faculty Senate with 5 or 7 members. The committee will work to research and propose professional development suggestions and opportunities for Community Day activities to the Faculty Senate for voting. The Professional Development Committee shall provide surveys and evaluations to Faculty Senate members, three times per year, to gain an overarching consensus of wants and needs for future professional development.

2. Faculty Recognition Committee

The Faculty Recognition Committee shall be a permanent subcommittee of the Faculty Senate. The committee will work to recognize and raise awareness of faculty endeavors that advance the college's mission and purposes.

3. Adjunct Faculty Committee

The Adjunct Faculty Committee shall be a permanent subcommittee of the Faculty Senate. The committee will work to advance efforts to integrate adjunct faculty into the college community. At least two of

the adjunct representatives described in Article III, Section 3 of these bylaws, will serve on this committee.

4. Sabbatical Leave Committee

The Sabbatical Leave Committee shall be a permanent subcommittee of the Faculty Senate. The committee will review faculty applications for sabbatical leave. With the Dean of Faculty, the committee shall then make recommendations, in accordance with Goodwin College policy, to the Vice President of Academic Affairs.

Article VIII. Meetings

1. Regular Meetings

Times and dates of Faculty Senate meetings will be set by the President. The Senate will conduct regular meetings approximately once every eight weeks. Attendance will be taken at all regularly scheduled meetings.

2. Special Meetings

Special Meetings may be called by the President. A one week notice to the Senate membership is required. Time and date of special meetings will be determined by the President. Attendance will be taken at all special meetings

Article IX. Procedures

1. Agenda

The Officers of the Senate shall develop an agenda for upcoming meetings. The Secretary shall provide the membership with the agenda at least one week prior to a regular meeting and one day prior to a special meeting. Any member may petition the Officers to include an item on the agenda.

1. Parliamentary Authority

The parliamentary authority at all meetings will be Robert's Rules of Order. In case of a conflict with these bylaws, these bylaws will stand.

2. Resolutions and Amendments

a. Resolutions

For a resolution to carry, a majority of the membership present is required. Members must be present at Faculty Senate meetings to vote on Resolutions

b. Amendments

The Senate may consider amendments to these bylaws at any regular meeting. Voting on amendments require a two thirds majority of the membership present to pass. Members must be present at Faculty Senate meetings to vote on Amendments.

3. Quorum

All resolutions and amendments require a quorum to be considered. A quorum will be defined as ten percent of the membership present.

4. Voting

Voting for resolutions and amendments shall be conducted by a show of hands unless a member requests a ballot vote. If so, voting shall be conducted by secret ballot. Ballots will be then counted by the Vice President in the presence of the Senate. He or she will then announce the result. Any member, however, may ask another member of the Executive Committee to verify. The procedure for voting for election of Officers will be determined by the Faculty Senate at the July meeting of an election year.

5. Minutes

The Secretary shall distribute open session meeting minutes to members no later than two weeks after a regular meeting has approved them and one week after a special meeting has approved them.